



NON URGENT PATIENT TRANSPORT (OPT)

HOSPITAL INFORMATION SYSTEM (HIS)

PHYSICIAN/NURSE/CLERK

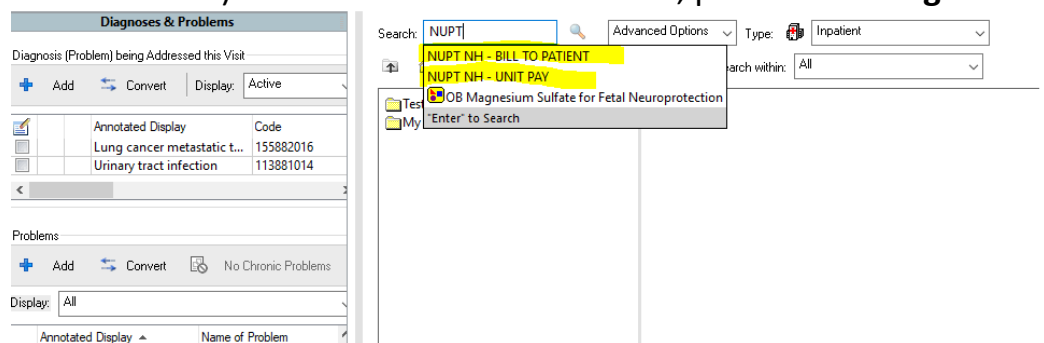
Ordering Non-Urgent Pt. Transport

****Reminder that there are other methods of transport outside of stretcher, use the Decision Guide for Picking the Correction Transportation Type****

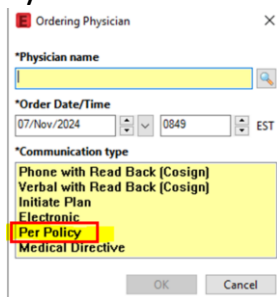
1. Open patient's PowerChart
2. Select "Orders" tab on the left menu bar.
3. Search for NUPT order
4. Chose either "Bill to Patient" or "Unit Pay"



a) For "Bill to Patient" CONS54, patient **must sign consent.**



5. Fill in Physician name and communication type





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6. Fill in NUPT Form for the booking requirements. Special instructions can be added in comments section on form.
7. **SIGN FORM**

8. Print Form-Send form with patient.
9. Order is now waiting for more instruction.
 - a) Requested Date/Time-**Date of Transport**
 - b) Scheduling Location-**Patient Current Location**
 - c) Order for Future Visit?- **Always YES, without this the order will not get processed.**
 - d) Sign Order-**without this step, the order will not get processed**



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10. Appointment Time Verification-Transportation booking will be located in the appointments tab of Power Chart menu.

Appointments

11. Cancel Transport-**Always call Transport Desk @ ext. to 21012**
Do not cancel order in PowerChart

*****Change in NUPT Workflow*****

Call and Return trips will now require two orders to be entered in Millennium.
One for the trip there and one for the trip back.